

<p><b>TOPIC</b></p>	<p><b>Does not meet Expectation</b> <i>Apprentice failed to demonstrate an acceptable level of behaviour.</i> <i>Improvement is required</i></p>	<p><b>Meets Expectation</b> <i>Apprentice demonstrated acceptable level of behaviour</i> <i>and meets the minimum level of behaviour expected</i></p>
<p><b>COMMUNICATION</b> <i>Communicates effectively to support the team.</i></p>	<ul style="list-style-type: none"> <li>▪ Does not yet use the appropriate English, numeracy and digital knowledge to understand instructions. Does not yet complete simple mathematical calculations and is lacking in practical knowledge of the appropriate computer systems for the manufacturing process.</li> <li>▪ Does not yet use effective communication, does not display a full range of skills for example, speaking clearly, listening, writing, body language and presentation.</li> <li>▪ Does not always work to the required standard of accuracy, neatness and thoroughness. Has not yet made valued contributions to team quality.</li> <li>▪ Sometimes fails to pass on information both verbal and written, in a way that is easily understood to a wider team audience.</li> <li>▪ Apprentice is not always receptive to other people's point of view.</li> <li>▪ Does not always listen and will not question and challenge sufficiently to ensure own understanding.</li> <li>▪ Apprentice does not yet readily comprehend oral and/or written instructions when first presented.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Uses the appropriate English, numeracy and digital knowledge to understand instructions, complete simple mathematical calculations and use computer systems appropriate to the manufacturing process.</li> <li>▪ Uses Effective communication, using a full range of skills: speaking clearly, listening, writing, body language and presentation.</li> <li>▪ Always work to the required standard of accuracy, neatness and thoroughness. Often makes valued contributions to team quality.</li> <li>▪ Always pass on information both verbal and written, in a way that is easily understood to a wider team audience.</li> <li>▪ Apprentice is always receptive to other people's point of view.</li> <li>▪ Always listens and will question and challenge appropriately to enhance own understanding.</li> <li>▪ Apprentice readily comprehends oral and/or written instructions when first presented.</li> </ul>
<p><b>Responsibility</b> <i>Accepts responsibility of own work and the impact of own work on others.</i></p>	<ul style="list-style-type: none"> <li>▪ Does not yet fully understand the impact of work on others, especially where related to equality and diversity.</li> <li>▪ Does not always work autonomously, cannot be trusted to complete tasks unsupervised.</li> <li>▪ Is not usually tactful, considerate and respectful in dealing with others, does not exercise responsibilities in an ethical manner.</li> <li>▪ Does not always understand and adhere to the regulations relating to equality.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Understands the impact of work on others, especially where related to equality and diversity.</li> <li>▪ Works autonomously, can be trusted to complete tasks.</li> <li>▪ Usually tactful, considerate and respectful in dealing with others, exercising responsibilities in an ethical manner.</li> <li>▪ Understands and adheres to the regulations relating to equality.</li> </ul>
<p><b>Contribution</b> <i>Displays a willingness to contribute to the work of others.</i></p>	<ul style="list-style-type: none"> <li>▪ Does not work and interact effectively within a team.</li> <li>▪ Fails to work cooperatively with others to achieve overall team goals and does not understand how these team goals influence the wider organisation.</li> <li>▪ Has yet to demonstrate sufficient knowledge and understanding of team organisation goals and how these fit into the department aims.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Works and interacts effectively within a team.</li> <li>▪ Works cooperatively with others to achieve overall team goals and understands how these influence the wider organisation</li> <li>▪ Demonstrates knowledge and understanding of team organisation goals and how these fit into the department aims.</li> </ul>
<p><b>Respect</b> <i>Shows respect for others, having regard for diversity and equality.</i></p>	<ul style="list-style-type: none"> <li>▪ Does not fully understand and adhere to the regulations relating to equality and diversity.</li> <li>▪ Regularly fails to respect and encourages the value of others.</li> <li>▪ Does not work effectively with colleagues and is unaware of the needs and concerns of others, especially where related to diversity and equality.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Understands and adheres to the regulations relating to equality and diversity.</li> <li>▪ Respects and encourages the value of others.</li> <li>▪ Works effectively with colleagues and is aware of the needs and concerns of others, especially where related to diversity and equality.</li> </ul>

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<b>Time Management</b> <i>Manages own time, being punctual, reliable and completes work to agreed schedule.</i>	<ul style="list-style-type: none"> <li>▪ Fails to demonstrate good time management and an ability to complete work to a schedule.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Demonstrates good time management and an ability to complete work to a schedule.</li> </ul>
<b>Change Management</b> <i>Respond positively to change in the working environment.</i>	<ul style="list-style-type: none"> <li>▪ Fails to show an ability to handle change and respond to change management processes.</li> <li>▪ Is not aware of the principles of change management and how they apply to the place of work.</li> <li>▪ Is not flexible, willing and able to respond to changes in work situations and/or learn new skills.</li> <li>▪ Fails t work hard to implement successful change in areas of responsibility as directed by supervisor.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Shows an ability to handle change and respond to change management processes.</li> <li>▪ Is aware of the principles of change management and how they apply to the place of work.</li> <li>▪ Is flexible, willing and able to respond to changes in work situations and/or learn new skill.</li> <li>▪ Works hard to implement successful change in areas of responsibility as directed by supervisor.</li> </ul>